Classroom Rules and Procedures

In this Classroom you will be given expectations, knowledge and hands-on ways to LEARN…but mostly you will be given a loving environment to succeed in!

I want each of you to have **SWAG**!!!! SWAG: success, willpower, attitude and goals.

1. Introduction: Rules and procedures are fundamental in life. We follow rules and procedures in our daily lives, there are also rules and procedures in this classroom. These rules and procedures ensure a positive atmosphere in the classroom. They contribute to a controlled learning environment for everyone.
2. Entering the Classroom
   1. You need to be in your assigned seat when the bell rings.
   2. If you come in late, please don’t make a distraction, please turn in your pass and take your seat or join the activity your classmates are doing.
   3. Be prepared: bring your computer, class assignments, book, project, planner, etc.

1. Absent
   1. If you are absent if is YOUR responsibility to check the wiki space and find out what we did that day.
   2. If you are missing a sheet please check the while you were out folders to retrieve your assignment.
   3. If you need to make-up a quiz or test please arrange this with me within the next two days. I’m available 4th Block or before/after school with PRIOR arrangements. Please just don’t show up to make up these.
   4. If you are at home and able to connect to internet please feel free to email me questions or request the lesson for the day.
2. Turning in Assignments
   1. When submitting assignments through email or drop box please leave the document title alone, just add your FIRST and LAST name to the end of the document’s name. Please do not re-title assignments so I can ensure I can find yours.
   2. Assignments are due at the beginning of the period unless otherwise told. Please have assignments done PRIOR to coming to class.
3. Late Work
   1. I realize everyone has a life out of my classroom, sometimes things come up such as personal issues, family issues, school activities, etc. My policy for late work is 10% off per day it is late.
      1. Example 10 points assignment, you turned in two days late and missed three questions. You earned 7/10=70%, you will receive 5/10=50%
4. Need Help
   1. Please arrange a time with me before/after school for extra help.
   2. You may also email me with questions, but I prefer the face to face.
5. Extra Credit
   1. I give out extra credit to the whole class at different opportunities throughout the class. Please take advantage of those times. I do NOT give out extra credit on a one to one basis.
6. Getting Your Attention
   1. Being a hands on class, I realize group work and activities will get loud and hard to hear. If I ask for your attention I will say “Class, your attention please” and raise my hand. When you see my hand up you must: 1. Raise your hand and keep it up until I put down mine. 2. Stop talking and look at me. 3. Wait for me to speak, I will tell you when you can continue working.
7. Group Work
   1. We do a lot of group activities and projects. Sometimes you will be able to choose groups and sometimes they will be chosen for you. Please keep this GROUPS acronym in mind.

Give thoughtful feedback

Respect others and their thoughts

On task all the time

Use soft voices

Participate activity

Stay in your groups

1. Visitors/Substitutes
   1. When we have someone that comes into our classroom who is not part of our class (substitute, teacher, administrator, student, parent, guest speaker) you are expected to follow the same classroom rules and procedures. You are expected to be polite to the visitor.
   2. If someone interrupts class to speak to me, I expect that you remain in your seats without talking until I finish speaking to the visitor.
2. When you Finish Early
   1. If you finish all your assigned work early you may 1. Work on another assignment for another class 2. Read quietly 3. Draw/doodle 4. Ask how you may assist me or other students. Please be respectful of others still working.
3. Restroom Policy
   1. Since there is a restroom in our classroom, there shouldn’t be a need to leave the room to use one.
   2. Be respectful when going to use the restroom, use your best judgment on when to use it.
   3. You don’t need to ask to use this, use it as you need to but be smart about when you do. Example: during lecture, notes or presentations be respectful.
4. Leaving the classroom
   1. Make sure everything is cleaned and how you came into the classroom. Put away materials or projects in designated areas or check out of kitchens.
   2. Don’t wait by the door. You must be sitting in a seat when the bell rings.
   3. If you are leaving in the middle of class, a pass must be used and explanation of where you’re going should be going.
5. Food/Drink
   1. Being a FACS classroom we are set up to be able to eat in the class. I don’t care if you have water in the classroom or non-messy snacks as long as it doesn’t become a distraction or out of hand (example bring breakfast or lunch into the room). Teacher’s discretion is advised.

Basic Classroom rules: WELCOME to FACS

When you

Enter this room

Learning is fun and

Cooperation is expected

Our positive attitudes and

Mutual respects are part of

Everything we say and do

Consequences: Everything we do in life has consequences. Depending on the type of behavior/action the following will be used as consequences.

1. Verbal Warning
2. Taken out of group or project
3. Detention/Saturday School
4. Phone call or Email to parent
5. Sent to Administration

Overall, communication is needed for me to know how to better do my job. Please feel free to contact me about issues or concerns!

Welcome to Class!

Elissa Herman ☺